

## INFORMATION ON LDP TRAINING CURRICULUM

Information on the following Army Courses specified in the LDP Training Curriculum can be found at "<http://www.cpol.army.mil>", select "**training and development**", then select "**FY99 Catalog of Training and Developmental Opportunities**." There is additional information out on the Basic Supervisory Development Course, reprinted below.

Basic Supervisor Development (DA)-- Correspondence--See info below.

Leadership Education & Development (DA) (Locally Scheduled)

Organizational Leadership for Executives (DA )

Sustaining Base Leadership and Management (AMSC-DA)

Information on the OPM courses can be located at "<http://www.opm.gov/mdc/index.htm>".

Seminar for New Managers (OPM)

Public Policy & Contemporary Government Issues Seminars (OPM)

(Note: only one of these seminars is required. Watch for grade level restrictions. Some are keyed to GS-14 or above.)

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### SUPERVISOR DEVELOPMENT COURSE (DA) 131 F21

The revised Supervisor Development Course is now online. All enrollments must be accomplished online. DA Form 145, Application for Enrollment in the Army Correspondence Course Program, is no longer accepted by AIPD. To access the courseware and enroll visit the Army Institute for Professional Development Web site: <http://www.atsc.army.mil/accp/aipd.htm>. The SDC is available in three versions: 1) traditional hard copy version to be mailed to you, 2) online version with capability to download a copy, or 3) online version.

The course number changed from ST5000 (now obsolete) to 131 F21. This course is now comprised of two subcourses:

- Subcourse, ST 5001: *Managing and Leading* (12 lessons).
- Subcourse, ST 5002: *Human Resources Management* (11 lessons).

ST 5001 contains 12 lessons:

- Introduction to Management.
- Planning.
- Organizing.
- Coordinating.
- Directing.
- Controlling.
- Basic Concepts of Delegation.
- Overcoming Barriers and Delegating Effectively.
- Solving Problems and Making Decisions.
- Managing Meetings and Creating Ideas.
- Listening and observing.
- Ethics.

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- ST 5002 contains 11 lessons:
  - Civilian Personnel Offices.
  - Position Classification.
  - Staffing.
  - Human Resources Development.
  - Performance Management.
  - Incentive Awards.
  - Managing Discipline and Poor Performance.
  - Labor Relations.
  - Complaints, Grievances, and Appeals.
  - Hours of Work and Leave.
  - Army Programs.

Much effort was put into revising this course to ensure the required competencies and the latest policy changes were included. Hope you enjoy the new look!

Enrollment and Course questions can be submitted to Mr. John Beckno, HQTRADOC, ATTG-ILC. DSN 680-5684, (757)-728-5684, FAX 5690, e-mail: [becknoj@monroe.army.mil](mailto:becknoj@monroe.army.mil).

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